

Island Gallery West Membership Agreement

In the interests of coming together to operate a successful art gallery, these are the standards to which IGW members agree:

1. I understand that IGW depends on the active involvement of each member in the daily operations of the gallery. I also understand that I am expected to stay current with IGW policies, which may change from time to time.
2. I agree to pay my monthly dues on time and in full, in advance of the first of every month, unless arrangements are made with the Treasurer.
3. I agree to pay the one-time fee and provide the photos of my art and related text to be included in the IGW website.
4. I agree to sign up in advance to staff at least one full day per month or engage another gallery member to represent me. I understand that when membership numbers are down, I may be required to staff an additional day, or whatever is decided on by the membership to keep the gallery open at least 6 days a week. Further, I understand that staffers are expected to have knowledge of the work and artist members and to represent IGW interests over competing local galleries when staffing IGW.
5. If illness or travel unexpectedly interferes with my staffing commitment, I will make the arrangements necessary to switch with another IGW member or engage another IGW members to take my place.
6. I understand that regular gallery meetings of the entire membership are necessary to conduct business such as planning/voting on gallery matters. I understand that all members are expected to attend all gallery meetings and that attendance at least half of each year's scheduled meetings is mandatory. Further, I understand that I must be present at scheduled meetings for my vote to be counted. If I cannot attend a meeting, I will contact the managing director in advance to be excused.
7. I understand that IGW expects that I volunteer on at least one of the gallery committee assignments available.
8. I understand that I am responsible for contributing help, plus funds or refreshments, for all gallery group events such as artsHOP, the Holiday Reception and other events the gallery votes to host.
9. I understand that, occasionally, I may be assessed funds for my share of extra gallery expenditures such as capital improvements that are agreed to by a majority vote by a quorum of a membership meeting.
10. I understand that most of the art I display must be original and that no more than 50% of the art I display may be reproductions with the exception of the work of photographers.
11. I understand that I may display only art media that has been previously juried in by the membership. If I wish to add a new medium to my display, I must submit examples for review & jurying to ensure quality and balance in the gallery exhibits.
12. I understand that the sale of any of my art that a client first saw at the gallery, on the IGW website, through IGW advertising or press notices will earn a 15% commission for the gallery. Also, any sale that takes place in the gallery and/or using the gallery credit card machine will earn the gallery its commission. After the first purchase to a client through the gallery, any further purchases where no meetings, payments or pick ups are conducted in the gallery do not owe the gallery a commission.
13. I understand that when rental spaces become available, these are offered to the members to accept or decline, on the basis of seniority and the previously approved layout of double and single spaces. I understand that, during certain periods based on staffing requirements and numbers of members, restrictions on the number of double spaces may be imposed.
14. I understand that I am responsible for maintaining my space and art in a clean and professional manner. Should the quality of the presentation be less than required, the membership may request changes or improvements. The gallery reserves the right to make these changes if the artist is unable to effect them.
15. I understand that IGW is not responsible for accidental damage to my art, and that IGW carries only liability insurance and does not insure the contents of the gallery. In the event of a emergency, I am responsible for removal of my art.
16. I agree to treat all gallery members with courtesy, civility and respect and to interact with all in a professional manner. Any issues in need of resolution will be handled at gallery meetings by a majority of the membership present at the meeting.
17. I understand that failure to uphold these gallery standards may result in censure and possible dismissal.

Signed _____ Printed Name _____ Date: _____